

**SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY 10589**

MEETING MINUTES

September 14, 2011

President Stockwell called the meeting to order at 7:35 p.m.

The members present were: Ian Carnow, Claire Damon, Bill Kehoe, Liz Mignardi, Laura Parisi, Jean Reidy, and Barbara Stockwell.

Jim Hasl and Christine Williamson-Canavan were absent.

Library Director Pat Miller was also present.

Announcements and Correspondence

Library Day was a terrific success. Additional information is provided under the Public Relations Committee Report.

A thank you note was received from the past President of the Friends of the Somers Library Muriel Lyon. She appreciated the pen and ink drawing of the Library that was given to her by the Trustees as a going away present.

Approval of Minutes

Mrs. Stockwell made a motion to approve the minutes of the August 10, 2011 meeting as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #9; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Reidy made a motion to approve the Abstract of Audited Vouchers #9, dated September 14, 2011 in the amount of \$62,717.14 which included voucher numbers 70017 to 70038. All were in favor.

The contractual amount spent this past month was \$9,310.22, compared to \$15,504.15 last month and \$13,447 two months ago. There was no Gift Fund spending for the period. Last month, \$3,764 or 40% of discretionary spending went to the business of the Library (books, reading materials, etc.). This is the second lowest percentage of monthly spending on library materials since the Treasurer started tracking for this type of expense in February. The largest expenditures were: Baker and Taylor Books \$2,064; S&P Restoration (basement drying) \$1,463; NYSE&G \$1,347; Vincent Tozzo Inc. (basement carpet removal) \$850; and Staples \$557. Payroll and benefits charges for August were \$53,407. Total Library spending for all accounts was \$62,717.

Flood related expenses made up a large amount of August spending. \$2,313 was spent on water damage remediation and the removal of ruined carpet. These costs were added to the July charge of \$224 for an electrician. Based on discussions with the Town Supervisor, the Library will be reimbursed for the water damage charges from the Town's insurance reserve.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report and the Staff Meeting minutes of September 1, 2011.

Donation - Alvin Reiss (Skip) won a \$500 contest award (Beautiful Minds: Finding Your Lifelong Potential). He chose to divide the award among the three (Lewisboro, Somers and South Salem) Northern Westchester Libraries that he represents on the Westchester Library System Board. Therefore, the Somers Library will be receiving \$166 (minus the credit card fee) through the Lewisboro Library as Lewisboro has a credit card payment program.

Nook E-Reader Lending Program – Mrs. Miller has spoken to Barnes & Noble about setting up a Nook e-reader lending program. This program may be coordinated by Westchester Library System so that ordering the equipment will be easier and more affordable for member libraries. The Friends of the Somers Library at their August meeting authorized \$2,000 for this program.

Once Upon A Child – Once Upon A Child in Somers Commons is donating all proceeds from their September books sales and 10% of their monthly sales to the Friends of the Somers Library.

Summer Reading Program – The Summer Reading program was a wonderful success with 358 youngsters registered, representing a 17% increase over 2010.

Circulation Statistics – Circulation statistics were distributed to all. August had the highest numbers to date, with children's books and movies being the top loans.

Antiques Magazine – Although a bit expensive, a decision was made to reinstate the *Antiques* magazine as it is popular. Other, less popular titles will not be renewed to cover this cost.

NYLA: Advisory Opinion on Tax Cap Impact on Libraries – Copies of this document created by NYLA was shared with all Trustees.

State Variance – A State variance has to be filed for 2010 since the Library fell below minimum standards for public hours. An explanation as to why and solutions to rectify are required to be included.

Children's Room Computer – One of the new Awe Early Literacy computers in the Children's Room was damaged due to Hurricane Irene. It was repaired under warranty

and returned by the manufacturer.

Hurricane Irene – Mrs. Mignardi thanked Mrs. Miller for keeping the patrons and the community so well informed during Hurricane Irene.

Potential Program Instructors – Mrs. Mignardi has a resident friend Speech Therapist who is interested in doing a seminar at the Library. A suggestion was made to also offer a parenting class for new parents. Segmenting and targeting certain demographics that don't normally use the Library is a priority for future programming.

Program Fees – Mrs. Miller would like to start charging a nominal fee for programs that require a materials fee as mandated by the instructor. Other libraries are already doing this. Mrs. Parisi made a motion to charge a nominal fee to help defray the cost of programs when there is a materials fee being charged to the Library by the instructor. All were in favor.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – The 2012 Library budget was submitted to the Supervisor's Office by the August 15 deadline.

Building – Mrs. Miller has been getting estimates to replace the damaged flooring in the basement. To date, Absolute Flooring has given a rug estimate. She is in the process of contacting a ceramic tile installer. As the Library has had several floods in the basement, Mrs. Miller is not convinced that carpeting is a wise choice for replacement. A discussion ensued. Mr. Carnow felt that carpeting the basement would be a fine alternative.

In anticipation of Hurricane Irene, Mr. Carnow, Mrs. Miller and her husband attempted to seal up the large gaps in the foundation and covered the boiler room vents to minimize water from entering the Library basement. The Parks and Recreation maintenance staff had extended the downspouts and sump pump pipe away from the foundation, and the Water Superintendent provided additional sandbags. Thankfully no water entered where the books are kept and a little water entered in the usual places in the electrical panel and boiler rooms.

The staff reported to work on Monday August 29, however due to loss of power, the library had to close. After re-opening with power the next day, emergency information was sent from the Town to the Library email distribution lists in hopes of spreading important information to the community. In the week after the storm, many in the community used the Library to read, charge their cell phones and to share information with others in the community. It has been proven that the Library can serve as an information focal point in emergency situations.

Considerable thanks were given to Mrs. Miller and her husband, Mr. Carnow, Mr. Ernst, Mr. Tooma and the Library staff for their efforts in dealing with Hurricane Irene and

Tropical Storm Lee. All were helpful in preventing a reoccurrence of the considerable flooding damage suffered in the July storm.

The \$7,250 final payment for the NYS Capital Construction grant was received. It was originally written to upgrade the two Library boilers, with the remaining money put toward repairing a quarter of the roof. The check was turned over to the Town's Finance Department and deposited into the Capital Fund account.

The air conditioning in the oldest section of the Library is not working properly. Technicians have indicated that the system is only able to maintain a temperature that is 20 degrees less than that of the outdoor temperature. Unfortunately on very hot days the inside temperature is less than desirable. This will be added to the Town's Capital Projects list.

Bylaws and Policy – Exhibit Coordinator Belinda DiTieri requested an opportunity to go over the draft Library Gallery Exhibit Policy one more time. When that has been completed, it will be distributed to the Board for their review and comments before adoption.

The Board of Trustees adopted the Friends of the Somers Library Policy at their August meeting. Since the Friends September Board meeting was devoted entirely to planning for Library Day, they will not be given this adopted Policy until their October meeting for their review and any comments they might have.

Long Range Planning – It has been suggested that a half day workshop be scheduled for the Board of Trustees. It will be dedicated to a possible 414 vote. The purpose of the workshop is to gather information so that the Board may discuss this topic at a future monthly board meeting.

Personnel – There was no news to report.

Public Relations – Library Day was well attended and more successful than anyone ever thought. A public thank you will be sent out via Constant Contact, individual thank you letters will also be sent. All were asked to personally thank anyone they knew that was involved. Unfortunately there were some remarks made that Library Day had a political overtone, which offended some people. In the future, we need to be careful that Library Day doesn't become a political medium.

A final decision regarding participation in The Geek the Library program will be forthcoming. Mrs. Miller will review the contract.

All were asked to start thinking about ways in which to celebrate the Library's 30th Anniversary in 2012.

Technology – The website as developed to date by Mrs. Mignardi has been reviewed by Mrs. Miller and Mrs. Herman.

Dreamweaver has been purchased and downloaded on Mrs. Herman's personal computer. Final editing, walk through for staff, and Dreamweaver staff training remain.

Further discussion is needed regarding a website for the Friends. Mr. Carnow is willing to be the technical liaison.

The Amazon Affiliate Program has to be discussed further once the agreement is reviewed by the Trustees.

Somers Library Foundation

The paperwork to incorporate the Foundation has been filed. Since the Foundation is using the word "library" in its title, the consent of the NYS Education Department is required prior to submitting the paperwork to the State for incorporation. Unfortunately, there is no way to expedite the consent process. The NYS Education Department has had the Foundation's file for about a month and a response has not yet been received. Thankfully, it was reviewed and approved last week. Ms. Corbett will file the Foundation's incorporation papers with a request for expedited review, hopefully the Foundation will be incorporated by the end of September.

The Library Foundation shared a table with Somers Education Foundation on Library Day to solicit names of any people interested in joining the Foundation Board or of those just willing to be on an email list for future announcements. In addition, an informational sheet as to what the Foundation is hoping to achieve will be distributed to these interested people.

There are a few additional folks that are interested in joining the Foundation Board, two of whom will be joining at the next Board meeting, which will take place on September 21. A lot of possible fundraising ideas have been discussed and the goal is to have three events in 2012, culminating with a gala next October. Eventually the Library Board of Trustees will have to indicate to the Foundation the type of projects they need funding for.

Friends of the Somers Library

The majority of the last meeting was dedicated to Library Day. Mrs. Miller received approval for the Halloween Storytime program that Doris Jane Smith will be doing.

The meeting was adjourned at 9:55 p.m. The next meeting will take place on Wednesday, October 12, 2011 at 7:30 p.m. in the Library.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Library Director
Town Board
Town Clerk
Director of Finance
Friends of the Somers Library